

INSTRUCTIONS: APPLICATION TO ENTER PROFESSIONAL WASTE TRANSPORT IN THE WASTE MANAGEMENT REGISTER –

MUTUAL RECOGNITION (EU/EEA COUNTRIES)

Obligation to apply for an activity to be entered in the waste management register

- Waste Act (646/2011), sections 94, 95a, 96, 97, 98, 99
- Government Decree on Waste (978/2021), section 45a (hereinafter 'Waste Decree')

The application is submitted to the Centre for Economic Development, Transport and the Environment for Southeast Finland, kirjaamo.kaakkois-suomi@ely-keskus.fi.
Inquiries: jatehuoltorekisteri.kaakkois-suomi@ely-keskus.fi.

The application must be in Finnish, Swedish or English. For all appended certificates, a translation to Finnish, Swedish or English by a certified translator or another reliable provider must be submitted.

NEW ACTIVITY

Under section 94 of the Waste Act, anyone intending to engage in waste transport on a professional basis must submit an application for approval of activity in a waste management register. A waste transport operator registered in another EEA country can apply for registration in Finland based on mutual recognition.

Certificate of registration in the operator's country

When applying for mutual recognition in another EEA country, a registered waste transport operator must provide a certificate of the registration in its country of establishment to the Centre for Economic Development, Transport and the Environment for Southeast Finland for entry into the waste management register. The certificate must include information on the operator, the registration authority and the validity of the registration, as well as all relevant details on the content of the registration. In addition, all information required for approving the operator to be registered in the waste management register on the operator, the planned activity in Finland, and the areas of operation in Finland must be provided.

VERIFYING INFORMATION

For supervisory purposes, the Centre for Economic Development, Transport and the Environment for Southeast Finland sends a copy of the information entered in the waste management register to the operator for verification during the calendar year on which three years have passed from the date the operator's activity was registered pursuant to section 98 of the Waste Act. The operator must respond to the request to verify the information and notify the authority of any changes to the information within the reasonable deadline set in the request.

CESSATION OF ACTIVITY

The operator must immediately inform the Centre for Economic Development, Transport and the Environment for Southeast Finland on the cessation of an activity entered in the waste management register.

WASTE MANAGEMENT REGISTRY EXTRACT PROVIDED ON APPLICATION

Activities are entered in the waste management register if the waste transport operator is registered in another EEA country.

The Centre for Economic Development, Transport and the Environment for Southeast Finland will provide a waste management register extract on application. All relevant details on the activity specified in the application and instructions related to the activity are included in the extract. The extract may include instructions on measures required under Finnish legislation, such as on the records to be kept on the waste, the obligation to provide relevant information to the authorities, and other measures required to enable supervision of the activity. The extract is provided in Finnish or Swedish. If necessary, a translation to English is provided for the operator.

The Centre for Economic Development, Transport and the Environment for Southeast Finland enters the request and the key details of the extract in the waste management register. An operator whose activities are entered in the register is provided with an extract that must be kept available during the waste transport. The extract must be presented to the supervisory authorities and the police on request.

The activity may not be started before the Centre for Economic Development, Transport and the Environment for Southeast Finland has entered the activity in the waste management register.

An administrative fee is charged for processing the application. The fee is based on the Government Decree on criteria for charges payable to the Centres for Economic Development, Transport and the Environment. The amount of the fee is decided annually.

ADDITIONAL INFORMATION AND SUBMITTING THE APPLICATION

The Centre for Economic Development, Transport and the Environment for Southeast Finland (jatehuoltorekisteri.kaakkois-suomi@ely-keskus.fi) provides more information on the application for entry into the waste management register. The appropriately completed application form and its appendices are delivered to the Centre for Economic Development, Transport and the Environment for Southeast Finland for processing (kirjaamo.kaakkois-suomi@ely-keskus.fi).

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Tick the box next to appropriate option:

- New activity if you are starting one.
- Verifying information if you are verifying information entered in the waste management register on your own initiative or as a response to a request to verify information by the Centre for Economic Affairs, Transport and the Environment.
- Cessation of activity if you are ceasing the activity; in this case fill in the operator details, company identifier, date and signature.

OPERATOR DETAILS

Name and contact details of the operator.

Contact person name and contact details.

REGISTERING AUTHORITY IN THE COUNTRY OF THE OPERATOR

Name and contact details for the registering authority.

Registration start and end dates.

INVOICING DETAILS

Address for an e-invoice, a paper invoice or an email invoice.

DETAILS ON ACTIVITIES IN FINLAND

- **Activity start/change date:** enter the date on which the activity is started or the changes enter into force.
- **Primary area of operation:** Only one area can be selected as the primary area of operation. If the activity is related to the whole of Finland, select 'Whole country' as the primary area.
- **Other areas of operation:** Select the areas on which the activity is carried out in addition to the primary area of operation. You may choose several other areas of operation.
- A list (in Finnish) of Finnish municipalities and the ELY Centres responsible for each municipality can be found at ely-keskus.fi/Kuntaluettelo.

DETAILS ON THE WASTE TO BE TRANSPORTED IN FINLAND

- In the **Waste code** field, enter the waste code (six numbers) according to the Commission Decision 2000/532/EC of 3 May 2000. The Decision is available in electronic format at <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02000D0532-20150601>.
- Tick the **Hazardous waste** box if necessary.
- In the field **Waste type description**, enter a description of the waste; this must be sufficiently detailed to reliably identify the waste, e.g. use the common name of the waste.
- You may provide additional information on the waste in the Additional information field or in an appendix.

APPENDICES

Append the following to your application:

- Certificate of registration in the operator's country
- A translation of the certificate of registration in the operator's country to Finnish, Swedish or English (by a certified translator or another reliable provider)
- Other appendices you deem relevant

DATE AND SIGNATURE

The application must be dated, and it must be signed by a person authorised to sign documents on behalf of the operator.

5.12.2022